



PERFORMANCE & DEVELOPMENT SOLUTIONS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

June/July 2006

ONLINE BEHAVIORAL PROFILES

Behavioral profiles have been extensively used by Fortune 500 and other high level not for profit and public sector entities for numerous years. Using profiles highly impacts the ability to build productive teams, develop effective managers, improve customer service, ease frustration and conflict and develop more effective work habits.

PDS is pleased to bring these effective tools to the State of Iowa. We encourage you to take advantage of these highly recommended profiles and corresponding workshops. You will be able to immediately impact your work style through the individualized, real time results that guide you in understanding your strengths and recognizing your weaknesses in specific areas.

Time Mastery (July 25) – Analyze the time management skills needed to enhance individual and organizational performance. Learn skills that increase your productivity.

Dimensions of Behavior (Aug 10) – Understand your own behavior and how and when to adapt your behavior in certain situations. Improve your skills in communication, performance and reducing conflict.

Dimensions of Leadership (Dec 1) – Learn to lead teams more effectively by adopting leadership skills to fit individual situations. Learn your leadership style, identify a leadership strategy and improve in coaching.

How does it work?

Participants will complete an online profile prior to class. These online profiles are easy to access, take a short amount of time to complete and provide you with a personalized report, which gives you information about yourself that can be utilized in becoming more efficient in a particular area. During the scheduled PDS program, participants will learn how they can utilize their individual profiles, discussing the skills and behaviors needed to enhance individual and organizational performance.

Additional profile assessments that may be completed individually or as a special session for your workgroup include Team Dimensions, Discovering Diversity, and Coping & Stress.

For more information about behavioral profiles, please contact Cindy Axne at (515) 281-6383 or Cynthia.Axne@iowa.gov.

TAKE TIME TO LEARN THIS SUMMER

Just because some children are out of the classroom this summer, doesn't mean that we should forget about building and strengthening our skills for the workplace.

Take time to participate in an upcoming meaningful and fun PDS learning opportunity!

DAS Journey to Excellence

Over the past few months, the Department of Administrative Services embarked on the DAS Journey to Excellence. The program was designed to engage everyone in DAS around a common set of frameworks and tools that are fundamental to the success of the department in an entrepreneurial culture.

The program consisted of five modules, each facilitated by a group of internal staff members:

- Leading for Entrepreneurial Excellence
- Serving Customers and Compliers
- Delivering Service Excellence
- Focusing on Financials
- Achieving Performance Excellence

A DAS Leadership Toolkit was also created to help reinforce the Journey to Excellence concepts on a regular basis within the workplace.

For more information about DAS' Journey to Excellence, or to discuss an organizational development program for your organization, please contact Cindy Axne at (515) 281-6383 or Cynthia.Axne@iowa.gov.

New PDS Training Rooms!

The PDS training rooms have recently moved from the Grimes Building to the Hoover Building.

The new training rooms, situated within the DAS Conference Center on the A Level of the Hoover Building, are slightly larger in size, and the Hoover Building location provides more convenient parking options for participants.

For information on how to find the new PDS training rooms, please visit the PDS Website -

<http://das.hre.iowa.gov/LearnAtPDS/> - see General Information – Maps to Training Locations.

UPCOMING SEMINARS

[Ethics in the Workplace](#) (July 12)

[Building a High Performing Workplace](#) (July 13)

[Conflict Resolution](#) (July 14)

[Preventing Sexual Harassment](#) (July 20)

[Time Mastery](#) **NEW!** (July 25)

[Introduction to Administrative Law](#) (July 27)

[Developing a Customer Focused Organization](#) **NEW!** (Aug 2)

[Managing Generational Differences at Work](#) **NEW!** (Aug 3)

PDS CATALOG

The PDS Catalog containing information about scheduled courses from July 1, 2006 to June 30, 2007 is now available. If you would like to receive a catalog, please contact Leslie Davenport (281-5456). All information contained in the catalog, as well as an electronic version of the catalog, may be found on the PDS website:

<http://das.hre.iowa.gov/LearnAtPDS/>

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/>

To enroll in a seminar, speak with your supervisor or agency's training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email us at pds@iowa.gov or call 515-281-5456